

FACILITIES MANAGER

Department: Central Maintenance
Division: All
Appointing Authority: Joint Mayor

Grade: 6
Revision Date: 9/12
Bargaining Unit: NR

Definition:

Performs responsible administrative, management, coordination and supervisory work in directing the planning, organizing, development, coordination, and control of the operations and management of the Central Maintenance Department for the repair and maintenance of all town and school buildings; all other related work as required that is logical to the position.

Supervision:

Works under the general policy direction of and reports directly to the Mayor concerning the overall management and funding of the Central Maintenance Department.

Works collaboratively with the School Superintendent and school personnel for school buildings, and generally with the Director of DPW and the Director of Finance and Administration as necessary.

Performs responsible work requiring independent judgment and initiative with regard to planning, directing, and coordinating activities and operations; responsible for the efficiency and effectiveness of the department's employees through defined work standards and internal instructions and procedures.

May supervise up to the equivalent of seven (7) full or part time employees.

Environment:

Office duties are performed under typical office conditions, operates standard office equipment; noise level is usually quiet to moderate, includes computer work.

Fieldwork is done under typical field conditions in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions, and may involve hazardous conditions. Conditions may involve walking and climbing over uneven terrain; walking moderate distances; use of ladders; crouching, reaching, twisting, repetitive motion and carrying and lifting requiring physical strength and endurance, under typical construction conditions which involve regular driving and sitting for extended periods of time.

Performs varied and highly responsible functions requiring independent judgment to ensure compliance with applicable laws, regulations, collective bargaining agreements, and departmental policies; may have access to confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations and other information regarding employees.

Has regular contact with employees, other town departments and with the general public in answering questions, solving problems, providing instructions, and supervising subordinates.

Errors in judgment and administration may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the town, damage to equipment or facilities, personal injury, injury to colleagues, danger to public health and safety as well as impact on employee morale, confusion and delay.

Must drive self and/or equipment to job sites and locations as necessary.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Determines and schedules daily work schedules for Central Maintenance staff; responsible for the work request and work order system; prepares specifications for work to be done under contract with vendors; inspects the construction, repair and renovation of work under contract; develops and implements equipment and systems preventive maintenance programs; responsible for the supervision and evaluation of the employees in the Central Maintenance Department.

Prepares Central Maintenance Operations and Maintenance budget in conjunction with appropriate department heads, prepares capital budgets on an annual or other schedule as directed.

Plans, coordinates and supervises, either directly or through subordinate supervisors, all operations, maintenance, construction and repair of school and town owned buildings. Determines schedules and prioritizes town/school maintenance/repair functions through work order systems. Responds to and dispatches key personnel to emergency calls.

Manages service contracts such as fire, HVAC, grounds, maintenance, alarm systems and telecommunications.

Develops, recommends and manages annual Central Maintenance Division budget and capital planning for future facilities needs and modifications. Prepares specifications for building renovation projects. Interprets energy management data compiled by others and works with energy management staff to decrease energy consumption in all town buildings. Responsible for EMS systems within buildings.

Prepares long range capital improvement plans for town and school buildings; oversees execution of approved projects, monitors progress, performs basic cost accounting and generates reports. Develops preventative maintenance programs for town/school facilities and equipment. Collaborates with the school department custodial supervisor, department heads, and school administrators regarding building and grounds related issues. Works with custodial supervisor or person designated by the School Superintendent to ensure that consolidated ordering, purchasing and storing of materials, supplies and equipment for both town and schools is facilitated. Supervises the Central Maintenance staff; works collaboratively with school department personnel.

Acts as Safety Director to provide safety equipment and devices, design and enforce procedures, rules, regulations, or protocols to reduce injury in the workplace; provide instruction and training; investigate accidents and injuries, make reports and take corrective action as required.

Responsible for overall monitoring and tracking of fuel/energy cost and consumption to meet energy/sustainability and green community goals.

Performs such other duties and responsibilities as may be assigned.

Minimum Qualifications**Education and Experience**

Associates Degree or higher in Facilities/Construction Management or related field; a minimum of three (3) years experience in building and/or facilities and systems management; with at least (2) years of demonstrated supervisory skills; or any equivalent combination of related education and experience that enables performing all essential functions of the position.

Knowledge, Ability and Skills:

Duties require thorough knowledge of the methods, materials, tools and equipment used in the care and maintenance of buildings. Working knowledge of computer software applications such as spreadsheets and building maintenance software is required. Working knowledge of the hazards and safety precautions in assigned area is essential.

Strong leadership, planning, management, organizational and supervisory skills are required. Financial management skills and knowledge of public procurement procedures and laws. Ability to read and interpret documents such as prints, specifications, safety rules, operating and maintenance instructions and manuals is required. Ability to communicate effectively both verbally and in writing and to interact effectively with a wide variety of people is essential.

Ability to establish short range plans and objectives within scope of policies and goals. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties on occasion if assisting subordinate personnel. Shall have thorough knowledge of the particular type of work, which permits the employee to solve unusual work problems. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires effective written and oral communication skills.

Knowledge and skill in the application of supervisory principles and techniques and resolving procedural, personnel and property owner problems. Knowledge of town and departmental policies, procedures and standards; skill in techniques of cost estimation, and technical expertise as it relates to projects or activities of the department. Working knowledge of federal, state, or local standards, laws, codes or regulations that affect operations.

Physical Requirements:

Light to moderate physical effort required from time to time to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions.

Special Conditions:

Must possess a valid Massachusetts driver license or have the ability to obtain one prior to employment. Must pass CORI and SORI checks. May be required to respond to or be on-call for emergency situations outside of normal work hours. Massachusetts Construction Supervisors License or ability to obtain is desired.

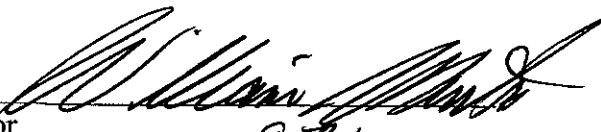
(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

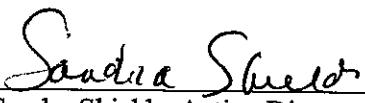
Approved:


Human Resources Director

9/5/12

Date
Revision History: Initial 9/12


Mayor
9-8-12


Sandra Shields, Acting Director Central Maintenance